

**FAIRFAX COUNTY, VIRGINIA
PRE-APPLICATION MEETING
QUESTIONNAIRE**

INTRODUCTION

A pre-application meeting may be scheduled prior to submitting an application. The Department of Transportation and the Land Use and Environmental Branches of the Department of Planning and Zoning will provide comments on your proposal. These comments will be based on the requirements of the Zoning Ordinance and language in the Comprehensive Plan of the County of Fairfax, and can help you in designing your site and provide you with pertinent application information.

In order to assist us in assisting you, prospective applicants are requested to provide the following information prior to scheduling a pre-application meeting. Please complete and return this questionnaire to the Special Projects and Applications Acceptance Branch, Zoning Evaluation Division, Department of Planning and Zoning, 12055 Government Center Parkway, Suite 801, Fairfax, Virginia 22035. You will be contacted to schedule a pre-application meeting. If plats, plans, deeds of easement, et cetera are available, please attach copies to the questionnaire or bring them to the meeting. For further information, call (703) 324-1280.

APPLICANT INFORMATION

Name of Applicant (Person/Organization):

Name	Address	Day Phone	Role/Title

If an architect, landscape architect, land surveyor, professional engineer, or a land planner has been retained to represent you, the information requested below should be provided for them as well. To the extent possible, all representatives of the application should attend the pre-application meeting, if possible.

Name	Address	Day Phone	Role/Title

Does the applicant currently own the property? (Yes / No)

If not, does the applicant have an option to purchase or lease the property? (Yes / No)

Does the applicant occupy the property? (Yes / No)

LOCATION

Address/Location of the property: _____

Tax Map Number of the property: _____

Total area of the property: _____

PROPOSED PROJECT

What is the proposed use for the property? _____

Do you propose any new construction? (Yes / No)

Has anyone associated with the proposed application received any comments from the County of Fairfax or the Virginia Department of Transportation (VDOT) staff regarding this project?
(Yes / No)

If “yes,” please provide the name of the staff person and briefly describe, or attach, comments that you have received.: _____

STRUCTURES AND USES

Do you propose any additions and/or alterations to existing structure(s)? (Yes / No)

Do you propose any parking lot construction? (Yes / No)

Are you proposing to install any landscaping or fencing on the property? (Yes / No)

Are you proposing any other use (i.e. nursery school, child care center, etc. . .)? (Yes / No)

If so, what? _____

Describe any existing structure(s) and/or use(s) on the property and whether they will remain on the site.

Type of Structure	Size (square feet)	Use	Remain? Yes / No	Capacity (# seats, students, etc.)

Describe any proposed structure(s) and/or addition(s):

Type of Structure	Size (square feet)	Use	Capacity(# seats, students, etc.)

Is any renovation and/or demolition proposed? (Yes / No)

If “yes,” please describe: _____

Will this project proceed in phases? (Yes /No)

If “yes,” please provide the proposal for each phase in the chart below:

Phase	Use or Construction Proposed for this Phase	Length of Time Proposed to Complete Each Phase
I		
II		
III		

6. To the best of your knowledge, has there ever been a proffered rezoning, special exception or special permit applied for on this property (Yes / No)

If “Yes,” please indicate the application number, if known, and the purpose of the proposal. _____

7. Please list below any issues or questions you have with regard to County codes, regulations and/or procedures regarding this project.